

## Computer Basics for OS 10

### 1. How do you turn on the computer?

- Make sure the on/off switch is on. All of the on/off switches are located on the right-side of the Macintosh computer towards the back. However, with various hardware, laptops vs. desktops, the power button could be located in a different place. Screens can be dark because of the default power management features. If you are not certain whether the computer is on or off use the Cap Lock key or Num Lock key by pressing it. If it lights-up then the computer is on and you can wake up the machine by moving the mouse or pressing any key on the keyboard.

- Press the power key.



### 2. What is a desktop?

- The computer desktop has everything you need to run your computer.


#### The Parts of the Desktop


**Hard Drive-** a disk permanently fixed in your computer

- **Definition for disk-** a disk is a medium that stores information electronically or magnetically

- **Examples of disks-** Floppy Disk, Zip disk, Fire Wire drive, CD-ROM, CD-RW ROM, DVD-ROM, DVD-R, and Hard Disk.

Currently, the CD-ROM is most often used to store information such as Word Processing documents. However, this trend is changing as the prices of other portable drives such as are drastically reduced in price.

- **Apple Menu**  - (located in the upper left hand corner of your desktop) The Apple Menu is used to view information in your system as well as customize information on your system. It also will display the recent

**Finder**  - (located in the lower left-hand corner of your desktop on the Dock) It allows the Macintosh user to search the harddrive, access files quickly, and access come of your most used tasks. This can be customized by righ-clicking on the title-bar an selecting Customize toolbar...

**Dock-** Can be located on left or right side or the bottom of the screen. The Dock allows for quick access to preset applications of your choosing. The Dock will also show you all open applications and let you toggle between them. It also contains the trash can used for deleting files.



**Practice Activity for the Dock-** Click on the Apple Menu (located in the upper left hand corner) and select Recent Items. Note your most recent items you have worked with.

Click on the Dock and change its position. Click on Dock Preferences and change some of the preferences to see its effect. Observe the contents of the Dock to see what happens.

Notice the available applications on the Dock. Click one to launch it. Click another applications to launch it. Notice you can jump from one open application to another by clicking either of them.

**Finder Menu Bar-** (located on the top of the desktop)




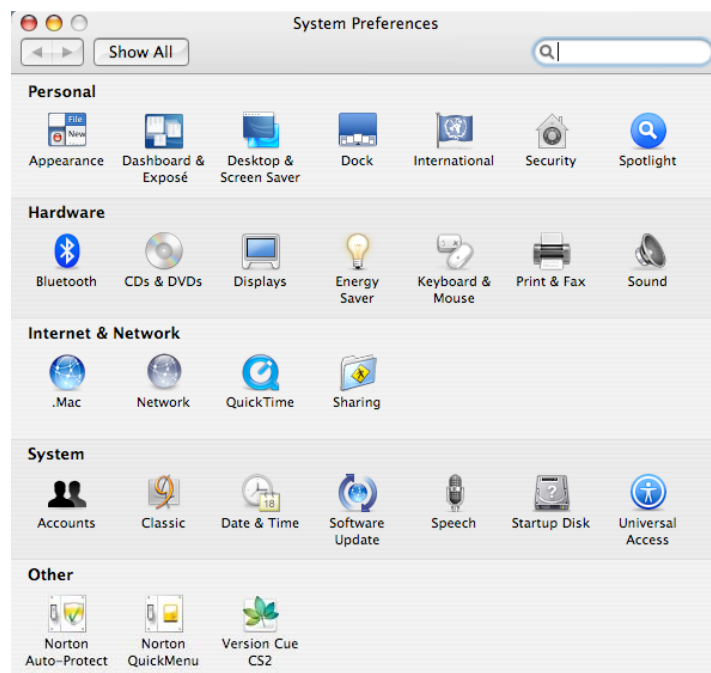
The Menu Bar provides a list of procedures that can performed on the Macintosh. i.e.

The Menu Bar allows you to make new documents, save documents, print documents, and execute other commands from any application. It also contains the **Go menu** which

allows you to quickly explore the harddrive or retrieve an application which isn't on the Dock.



**3. System Preferences...** (Located under the little Blue Apple  in the upper left corner) Click **System Preferences...** to open it.



### Customizing Your Desktop and Setting Your Preferences

You can quickly make your desktop look the way you want using System Preferences.

**Appearance:** Select this preference to change the colors of buttons, menus, windows, and highlight colors, among other options.

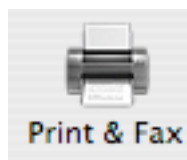
**Desktop & Screen Saver:** Select this preference to change the background color or pattern of your desktop, or change it to a photo or image you like. You can also choose an eye-catching screen effect that will appear on your screen when the computer is left idle.

**Dashboard and Exposé:** Allow you to change the shortcuts on your Mac that controls the open windows and enable active screen corners Activity: Go to Dashboard and Exposé and use the top left option to change it to All Windows.



With several windows open move your mouse to the upper left corner of your screen.

**Dock:** Select this preference to change the look, location, and behavior of your Dock.



**Print Fax Utility-** allows the user to monitor items that are being printed.

It also allows the user to install new printers.

#### 4. What is an Icon?

- An icon is a picture representation of any items on your screen.

#### 5. How do you use the mouse?

- Practice moving the mouse around the desktop

- Point the mouse at an icon on the screen.
- Click on the item next to pointer and hold down the mouse button.
- Drag an icon with your mouse in various directions. This will enable you to move icons on the screens.

## **6. The Three ways to open an icon**

1. Point the mouse to the icon and double click on the icon.
2. click on File and click on open
3. Select the icon hold down Apple Key and at the same time press O

## **6. What is a window?**

Any icon can be opened into a window by double clicking the icon. This will allow you to view the item/s in the icon.

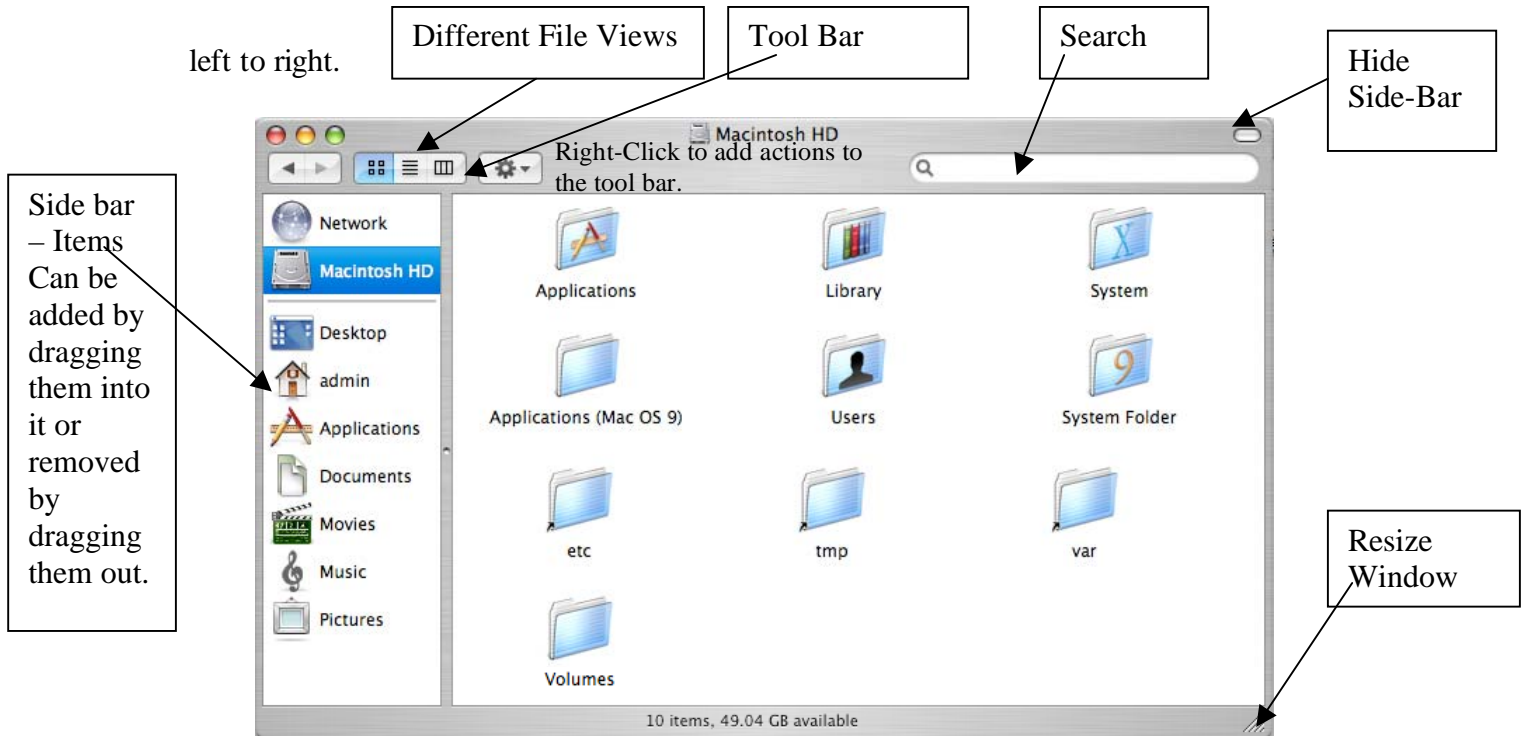
## **7. The three ways to close a window**

1. Click once on the close button (colored red).
2. Click file and come down to close window.
3. Hold down Apple Key and at the same time press W.

## **8. What are the parts of the window?**

- close button (colored red)- Click on close box once to close the window.
- title bar- Drag anywhere in this area to move the entire window. Click on the title bar twice to minimize the size of the open window.
- zoom button (colored green)- Click the zoom button to make the window large enough to show all its contents.

- vertical scroll bar- Click the arrows or the sliding dowel to adjust the view from top to bottom.
- size handle- Drag the size handle in any direction to make the window larger or smaller.
- horizontal scroll bar- Click on the arrows or the sliding square to adjust your view from left to right.



## 9. How to Organize the Desktop

1. Click and drag icons on your desktop. This option allows you to arrange your desktop as you wish.
2. Click on View and select Clean Up. This option will clean up the desktop for you.
3. Click on View and the menu allows you to arrange your files by name, size, date modified and others. Explore these choices now.

## 10. Moving Items to the Trash

1. Click and drag icon to the Trash.
2. Click on the icon and hold down the Control key. A pop up menu will appear. Select the Move to Trash option.
3. Click on any icon. Hold down Apple key and press the delete key. This will move the highlighted icon to the trash.

### **11. Empty the Trash**

1. Click on the Finder and select the Empty Trash....
2. Click on the Trash and hold down the Control key a pop up menu will appear select the Empty Trash option.

### **12. Minimizing Open Folders**

1. Double click the title of any folder.

### **13. Turning off your Computer**

1. Click on Apple Menu and select Shut Down.
2. Press down the Power Key. The computer will ask if you want to shut down your computer. Click on OK. This will turn your computer off.
3. Hold the Apple + Alt/Option + Ctrl. Keys simultaneously and press the eject key.

### **14. Cleaning the Computer**

1. Do not turn off the computer by turning the power surge switch off.
2. Clean your computer screen with a cotton swab or a dry cloth.
3. Do not use a wet towel to clean the computer.
4. Do not disconnect the wires while the computer is on.

### **15. What happens if my computer freezes?**

1. Hold down Command- Apple and press Q.
2. If option one does not work, try the following remedy. Hold down Apple key + Option key and Press Escape. (The Escape Key is located in the upper left hand corner.) This will make the computer force quit the program you are in.
3. Warning: Using this option quits the application you were using. Consequently, you will not be able to save your work.
4. If option 2 does not work, try the following remedy. Hold down Command- Apple + Control and press the Power Key. This option will restart your computer.
5. If option 3 does not work try the following remedy. Turn off the power switch in the back of the computer. Wait about one minute and then turn the power switch on. After this is done, press the power key on the key board.

Warning: Use this option only as a last resort. It is highly recommended to try the earlier options several times before resorting to this approach.

## **16. Maintaining your Computer**

1. Do not let any children know the password.
2. Do not eat or drink near the computer.
3. Do not leave disks on top of the computer as it will expose the disk to magnetism and heat.
4. Create and implement an Acceptable Use Policy for computers used in your classroom.
5. If your computer does give you problems, document the problem and write down the serial number.